1 PURPOSE
1.1 This standard operating procedure (SOP) establishes the process to add a new institutional Biosafety Committee (IBC) member at Texas A&M University-Commerce (A&M-Commerce).
1.2 The process begins when the institutional official (IO) or designee has appointed a new member to the IBC.
1.3 The process ends when the IBC registration is updated with the National Institute of Health (NIH) Office of Science Policy (OSP).

2 RESPONSIBILITIES
2.1 The IBC staff shall be designated by the IO carry out the IBC member addition procedures.
2.2 The IO or designee appoints IBC members, alternate members, IBC Chairs and if used, other officers (e.g., Vice Chairs).

3 PROCEDURE
3.1 IO reviews the IBC roster to determine what role or skills are needed by the potential new member.
3.2 Determine from the IO or designee whether the individual will be a regular IBC member, alternate IBC member, IBC Chair or other IBC officer.
3.3 Contact potential member and confirm their willingness to serve; if so, obtain a copy of the individual’s curriculum vita.
3.4 Prepare an IBC Member appointment letter for the individual.
3.5 Provide to the IO or designee for review and approval:
   3.5.1 Curriculum vita
3.6 Once the appointment letter is signed by the IO or designee:
   3.6.1 Send the signed IBC Member appointment letter to the individual
   3.6.2 Update the registration of the IBC at NIH’s IBC Registration Management System (https://ibc-rms.od.nih.gov/Contents/IBC_LOGIN.aspx?updatereg=1) (or such URL as may be updated by the NIH from time to time) within 90 days
   3.6.3 Add the individual to the IBC membership roster sheet.

4 VERSION HISTORY
4.1 Version 1.0.